



Arnold Schwarzenegger – Governor
Dale E. Bonner, Secretary, Business, Transportation, & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Auditor I or General Auditor II or III
Permanent Full-time
Los Angeles

The Department of Real Estate has several vacancies for an Auditor I or General Auditor II, or III in the Los Angeles District Office. The Los Angeles District Office is located at 320 W. 4th Street, Suite 350, Los Angeles. These positions will be filled at either the Auditor I, General Auditor II, or III level dependent upon the qualifications of the individuals selected. This position requires little travel.

Duties of the position(s) include:

- Perform routine and investigative audits of real estate licensees or subdividers to determine their compliance with the Real Estate Laws and Commissioner's Regulations.
- Assisting in or performing the more complex audits.
- Preparing working papers supporting audit findings and conclusions.
- Writing reports detailing the results of the audit.

Required qualifications:

- 4-year degree in accounting or 19 units of professional accounting/auditing courses (transcripts required).
- Field investigative audit experience.
- Financial auditing or accounting experience.
- Ability to learn and apply real estate laws and regulations to specific audit situations.
- Ability to perform and complete audit assignments.
- Ability to write accurate, concise audit reports.
- Ability to work under pressure within mandated timeframes.
- Willingness to travel within the regional area (occasional overnight travel).
- A valid California Driver's License with good driving record.
- Fingerprint/Criminal Clearance required for this position.

Desirable qualifications:

- Knowledge of California Real Estate Laws, Rules, and Regulations.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependable and reliable.
- Excellent attendance.

Salary: *Auditor I - \$3106-\$3966 General Auditor II - \$3841-\$4903 General Auditor III - \$4619-\$5897

*Starting salary for individuals appointed to the class of Auditor I will be \$3262.

Who may apply: Current State employees at the Auditor I, General Auditor II, or General Auditor III level, individuals who have list eligibility, or State employees transferable to the class and meet the accounting requirements. Consideration given to SROA/Surplus employees. **Please indicate SROA/Surplus information on your state application or include a copy of your notice.**

Submit Application and Transcripts to:

Department of Real Estate
P.O. Box 187000 (Attn: MW)
Sacramento, CA 95818-7000
(916) 227-0802

For Information on the Position Contact:

Jennifer Lin, Supervising Auditor I
Los Angeles District Office
(213) 576-6830

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>

Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.